

6 FAM 1700 SPACE ALLOCATION AND RELATED SERVICES

6 FAM 1710 OFFICE SPACE ASSIGNMENT AND UTILIZATION, DESIGN AND CONSTRUCTION

6 FAM 1711 GENERAL PROVISIONS: ASSIGNMENT AND UTILIZATION

(TL:GS-16; 3-11-93)

(State Only)

a. Guidelines for the assignment of space are contained in the GSA Federal Property Management Regulations, 41 CFR Part 101-17, FPMR Amendment D-76. The FPMR establishes a cooperative process for the determination of requirements and the assignment of space. Criteria for new assignments are established for space reduction and utilization rate improvements. The criteria for all new space assignments must be made at an office utilization rate of less than or equal to 37.5 square meters (125 square feet) per person in the primary area. It also provides for an additional 22 percent of the primary area to house support area requirements. The support area consists of reception areas, conference rooms, storage areas, processing areas, libraries, file areas, and circulation. The 37.5 square meters (125 square feet) of primary plus 22 percent of support space equals an overall utilization rate target of 45.9 square meters (153 square feet) per person. Requesting offices are encouraged to use systems furniture in meeting these utilization goals. The location of space shall be determined by agency mission needs, provisions of the Rural Development Act of 1972, and relevant Federal policies.

b. This regulation implements the Quality Workplace Environment Program. The goal of this program is to increase efficiency and provide a working environment, while reducing the cost of Federal work space. This goal also reflects the requirements of the Balanced Budget and Emergency Deficit Control Act of 1985; the requirements of Executive Order 12411, Government work space Management Reforms; and the overall need to reduce government operating costs.

6 FAM 1712 REQUESTING SPACE

(TL:GS-16; 3-11-93)

(State Only)

The Office of Real Property Management (A/OPR/RPM) is responsible for the assignment of space in the Department of State. Requests for space must be submitted through the applicable Executive Office to the Director, Office of Real Property Management. The acquisition of new space outside the Main State building can take up to 18 months. Office Directors are advised to anticipate this time frame in planning and budgeting for future space needs. The initial request for space must contain the following:

- (1) The total amount of space;
- (2) Justification for additional space - mission requirements, additional staff, etc.;
- (3) The desired location/delineated area;
- (4) The desired occupancy date;
- (5) FMP clearance and certification that funds are available for rent, alterations, and other miscellaneous costs; and
- (6) The person assigned to work with the Office of Real Property Management.

6 FAM 1713 RESPONSIBILITIES OF REQUESTING OFFICE

(TL:GS-16; 3-11-93)

(State Only)

The requesting office is required to provide to the Office of Real Property Management a space requirements package. This information is necessary for GSA to prepare the space solicitation, and for the preparation of design and construction plans. When requesting expansion space, the requesting office is responsible for all costs associated with the installation of telephones and computer cabling, for all above standard requirements (see 6 FAM 1719.1), and for the rent of additional space. In the case where an office is being forced to move, GSA will pay for all costs associated with the move on a like for like basis. Any requirements or items included as additions to the new space must be funded by the office being moved. Certification of the availability of funds must be provided prior to the acquisition of the requested space.

6 FAM 1713.1 Submission of Space Requirements

(TL:GS-16; 3-11-93)

(State Only)

The requesting office is required to submit a space requirements package that contains the following:

- (1) Number of employees, grade, and position;
- (2) Number of work stations - private and open offices;
- (3) Number and type of telephones and computers;
- (4) Electrical requirements;
- (5) List of equipment - printers, copiers, etc.;
- (6) Type of furniture - conventional, systems, etc.; and
- (7) Special purpose and support space - computer rooms, storage rooms, conference rooms, reception area, etc.

6 FAM 1713.2 Costs and Funding

(TL:GS-16; 3-11-93)

(State Only)

a. The requesting office is responsible for certain costs associated with a voluntary move due to an expansion of the office, or other needs not considered imposed by GSA or another tenant. Costs associated with a voluntary move and the responsibility of the requesting office are listed below:

- (1) Rent payments;
- (2) Telephone and computer installation;
- (3) Standard space alterations unless covered under a new lease or GSA agreement to pay initial space alterations;
- (4) Special purpose and above standard requirements;
- (5) Security, including all locks, alarms, and guards;
- (6) Acquisition of new furniture, carpeting, etc.;
- (7) Special use air conditioning for computer rooms, etc.; and
- (8) All costs associated with displacing another tenant, other than those standard alterations GSA may cover.

b. In the event an office is required to move through action by GSA, GSA will pay for all costs associated with the move on a like for like basis, except for the following:

(1) Above standard telephone and computer requirements not part of the existing systems;

(2) Additional requirements not in original space;

(3) Above standard requirements not in existing space; and

(4) Additional space.

NOTE: See 6 FAM 1719.1, Special Needs - Above Standard Requirements.

6 FAM 1713.3 Telecommunications Costs

(TL:GS-16; 3-11-93)

(State Only)

a. For new and expansion space, all expenses for telephone installation and computer cabling are the responsibility of the requesting office.

b. For moves forced by GSA, the affected office will only fund improvements (changes or additions to the telephone and computer installations as they exist in the current space). GSA will cover the cost of providing in-kind service. In the event of a lease expiration, the relocating office (not GSA) will pay to install the telecommunication systems.

6 FAM 1714 MOVING ARRANGEMENTS

6 FAM 1714.1 Arrangements for Minor Moves

(TL:GS-16; 3-11-93)

(State Only)

Requests for moving small amounts of furniture and equipment and for other minor moves within an organizational unit are made to the Office of Facilities Management and Support Services, General Services Division, by telephone.

6 FAM 1714.2 Costs for Moves

(TL:GS-16; 3-11-93)

(State Only)

For voluntary moves not imposed by GSA, the office relocating is responsible for arranging and funding all costs. For involuntary moves required by GSA or due to a lease expiration, all arrangements and funding are made by GSA to relocate the office.

6 FAM 1714.3 Arrangements for Major Moves

(TL:GS-16; 3-11-93)

(State Only)

After space and equipment layouts have been approved, the Office of Real Property Management makes all arrangements for major moves. Approved space and equipment layouts must be followed without deviation since movers, telephone personnel, and electricians are not authorized to make any changes or alterations in the plans.

6 FAM 1714.3 Packing of Supplies and Marking of Equipment

(TL:GS-16; 3-11-93)

(State Only)

The following instructions must be carefully followed in order that moves may progress rapidly and without unnecessary interruptions and delays:

(1) The Office of Facilities Management and Support Services, General Services Division, arranges for the necessary moving boxes to be delivered to the office in advance of the moving date. Moving boxes must not be placed on furniture, and material packed in these boxes must not project above the top edges. Boxes may not be used for storage purposes but must be unpacked promptly at destination since they will be collected as soon as the move is completed;

(2) Each moving box, office machine, and item of furniture must be individually marked to show the name of the person to whom assigned, new room or bay numbers, and the building to which the items are to be moved. Rugs which are not to be moved must not be marked (see section 1713.2);

(3) File cabinets, transfer cases, and supply cabinets shall be numbered consecutively in the order in which they are to be placed as shown on the equipment layout. Each section of sectional furniture shall be marked with a

unit number, starting with the bottom section, to show the sequence in which the sections are to be assembled at destination;

(4) The sliding backs in file, record, and transfer cases must be drawn up tightly. It is not necessary to secure drawers of file cases and desks by cord or wire;

(5) Small articles shall be packed in boxes. All liquids and breakable articles shall be removed from desks, tables, or other insecure places and packed in boxes. Inkwells shall be emptied, and all bottles containing liquids are to be tightly closed;

(6) Papers, books, and the like may be left in desk drawers if they will not be damaged when the desks are placed on end;

(7) Supply cabinets, heavily loaded or poorly constructed file cabinets, bookcases without doors, and the top drawer of map and chart cases are to be emptied and the contents packed in boxes;

(8) All typewriters, computing machines, and similar equipment are to be marked and placed on the top of desks. Typewriters and other office machines must not be left in typewriter compartments of desks. Office machines must not be placed in boxes. Electric fans shall not be moved;

(9) Mirrors, pictures, desk lamps, and glass desk tops are not to be packed. Mirrors and pictures suspended from picture moldings may be left in place - movers will take them down. All such items are marked, however, if they are to be moved; and

(10) Maps or charts with marker pins are either to be fitted with temporary covers or the pins removed. Bulletin boards shall either be fitted with temporary covers or the posted material shall be removed. Surplus items are to be tagged "Surplus—return to stock."

6 FAM 1715 REVIEW AND ANALYSIS OF SPACE REQUIREMENTS BY A/OPR/RPM

(TL:GS-16; 3-11-93)

(State Only)

Upon receipt of a request for space and the requirements package, the Office of Real Property Management will conduct a review and analysis to determine if all regulations regarding utilization and use are met. The analysis, in coordination with the requesting office, will determine if their needs can be met through a redesign of the existing space rather than acquiring additional space.

6 FAM 1715.1 Above Standard Requirements

(TL:GS-16; 3-11-93)
(State Only)

The Office of Real Property Management, under the direction of the Assistant Secretary for Administration, will review all requests for above standard requirements. Above standard items are those in excess of that provided by the owner or GSA in their standard construction for initial space alterations. Examples of above standard items are listed below:

- (1) Reinforced walls;
- (2) High grade carpet;
- (3) Individual air conditioning;
- (4) Above standard electrical requirements;
- (5) Raised flooring in computer rooms; or
- (6) Shielded enclosures.

6 FAM 1716 ACQUISITION AND ASSIGNMENT OF SPACE

(TL:GS-16; 3-11-93)
(State Only)

a. With few exceptions, all domestic space for the Department of State is acquired through GSA by the Office of Real Property Management (A/OPR/RPM). Upon receipt of the requirements package, A/OPR/RPM forwards the request for space to GSA, works with GSA and the requesting office to prepare the solicitation, and assists in selecting the desired space. A/OPR/RPM conducts a walk-through with GSA and the requesting office to determine suitability. Once the space is accepted, A/OPR/RPM works with GSA and the owner's architect to prepare a design of the space, obtains a cost estimate for the construction, and works with GSA in scheduling the construction and occupancy.

b. The acquisition of space can take up to 18 months. This includes the review and analysis of the request by the Office of Real Property Management, the solicitation and review process of GSA, the design of the space, cost estimates, construction, and occupancy.

6 FAM 1717 GENERAL PROVISIONS: DESIGN AND CONSTRUCTION

(TL:GS-16; 3-11-93)

(State Only)

a. Guidelines for the alteration and construction of Federal office space are contained in the GSA Federal Property Management Regulations, 41 CFR Part 101- 19. The FPMR prescribes policies and procedures for the alteration and construction of public buildings in the United States. Special attention is focused in handicapped accessibility standards, fire and safety regulations, local and national electrical codes, and Environmental Protection Agency guidelines relating to hazardous materials.

b. The Office of Real Property Management (A/OPR/RPM), with technical services and guidance provided by GSA and approval from the Assistant Secretary for Administration, will formulate and develop the programs for construction and alteration of Federal space. A/OPR/RPM and GSA will plan the new construction or alteration of Federal facilities (leased or owned) when such action can be shown to be the most prudent and economic means of meeting the Department's space requirements.

c. All public buildings construction and alteration projects involving an expenditure in excess of \$1,500,000 shall require approval by the Committees on Public Works of the Senate and House of Representatives. GSA, with program requirements provided by the Office of Real Property Management, will prepare and submit the prospectus for such projects to the Congress. In commercial buildings for public use, alteration costs by the building owner, when combined with the annual rent, cannot exceed \$1,500,000 net without approval by the Public Works Committees of Congress.

6 FAM 1718 REQUESTING ALTERATIONS OR CONSTRUCTION

(TL:GS-16; 3-11-93)

(State Only)

a. The Office of Real Property Management (A/OPR/RPM) is responsible for all construction and alteration projects in the Department of State. Alteration and construction requirements are submitted to A/OPR/RPM, Design and Construction Division (DC), either directly by the requesting office or by the A/OPR/RPM Assignment and Utilization Division (AU) following the acquisition, layout, and design of requested office space.

b. The design and construction time frame for renovations or new construction will vary depending on the size of the project. Office Directors are

advised to anticipate this when planning for office alterations, furniture acquisitions, and moving dates. A/OPR/RPM should be notified at the earliest date possible to assist in developing a project schedule and design intent plans. The request for alterations and construction must contain the following:

- (1) A complete set of design intent plans approved by the requesting office, GSA, and A/OPR/RPM;
- (2) FMP clearance and certification that funds are available;
- (3) A priority occupancy schedule by office and floor; and
- (4) Designated person(s) to work with A/OPR/RPM/DC.

6 FAM 1718.1 Contracting for Architectural, Engineering, and Construction Services

(TL:GS-16; 3-11-93)

(State Only)

a. Construction plans for both commercial/leased space and delegated Federal buildings are prepared by the Office of Real Property Management, if the work schedule permits. A/OPR/RPM and GSA can provide the design services of architectural and engineering firms, at a fee to the requesting office, when the design requires the level of expertise or a schedule that cannot be met by in-house staff. Where practical and economical, alteration and construction work is negotiated into the lease agreement for commercial space. Under this method, the building owner, with the guidance and supervision of the Office of Facilities Management and Support Services (A/OPR/FMSS), A/OPR/RPM, and GSA, is authorized to prepare construction plans and to sub-contract the engineering and construction work.

b. For alterations and construction in the Main State Building, construction plans are prepared by A/OPR/RPM in coordination with A/OPR/FMSS and GSA. Engineering and construction work is sub-contracted and supervised by either A/OPR/FMSS or A/OPR/RPM, depending on the size, type, and location of work to be performed.

6 FAM 1719 STANDARD ALTERATIONS

(TL:GS-16; 3-11-93)
(State Only)

a. Standard alterations are those alterations necessary to prepare a bureau's space to meet a particular classification (i.e., office, storage, or special space), and to permit occupancy of the space. Standard alterations include the following:

- (1) Floors, either resilient flooring or carpeting - standard commercial grade;
 - (2) Ceilings;
 - (3) Partitions;
 - (4) Wall treatment - paint or vinyl;
 - (5) Window treatment;
 - (6) HVAC;
 - (7) Lighting;
 - (8) Electrical outlets;
 - (9) Telecommunications - conduits and ducts;
 - (10) Computer, conduit, and/or raceway to accommodate cable; and
 - (11) Fire and safety.
- b. Other features are considered on a case by case basis.

6 FAM 1719.1 Special Needs/Above Standard Requirements

(TL:GS-16; 3-11-93)
(State Only)

With the exception of an emergency relocation imposed by GSA, all above standard requirements must be funded by the relocating office. Bureaus shall also be responsible for funding all above standard alterations and telecommunications not currently provided in their existing space. Office Directors are advised to budget for construction of any above standard requirements when requesting space. Examples of above standard requirements are listed below:

- (1) Classified computer rooms;
- (2) Vaults;
- (3) Heavy duty electrical needs; and
- (4) Shielded enclosures.

6 FAM 1719.2 Costs for Alterations and Construction

(TL:GS-16; 3-11-93)

(State Only)

a. Costs for standard construction and alterations in new leased space are funded by the owner through the initial space alterations negotiated in the lease between the building owner and GSA. Costs for above standard requirements are funded by the requesting office unless the move is initiated by GSA to facilitate a consolidation, is an emergency relocation, or is made to accommodate repairs/alterations.

b. Costs to renovate existing space, unless initiated and funded by GSA, will be the responsibility of the bureau assigned the space.